

### **GUIDELINES FOR THE TRANSITION TO INCIDENT MANAGEMENT TEAMS**

The following guidelines are provided to assist in the orderly transition of fire management responsibilities to incoming incident management teams. Some information will need to be in writing and some may be verbal.

#### **ASSUMPTION OF RESPONSIBILITIES**

1. The assumption of an incident by a team must be as smooth and orderly as possible. An orderly transition saves money and assures that fire fighting continues in an orderly manner. The local team already in place remains in charge until incoming team members are briefed by their counterparts.
2. The ordering area should specify the times of arrival and transition by the incoming team. These should be discussed with the incoming Incident Commander when determined so that the transition is orderly.
3. The ordering unit should accomplish the following actions prior to the arrival of the incoming team:
  - a. Determine incident command post/base location.
  - b. Order support equipment, supplies, and basic support organization for the incident.
  - c. Secure an ample supply of appropriate maps.
  - d. Determine the team's transportation needs and obtain need vehicles.
  - e. Schedule superintendent's briefing time and location.
  - f. Obtain necessary information for the superintendent's briefing.
  - g. Obtain necessary communication equipment.

There should be two briefings for the incoming team. The first briefing should be by the superintendent at a site away from the incident. The second briefing should be by the existing incident commander at the incident command post. The time needed for transition will depend on the complexity of the incident, the expertise of the existing team, and/or other problems.

#### **SUPERINTENDENT'S BRIEFING**

This briefing should take place as soon as the incoming team is completely assembled. The superintendent (or designated representative) should provide, at a minimum, the following information to the team:

##### **General Information**

1. A written overview with the following information:

- a. Name and number of incident.
  - b. Approximate size, location and land status.
  - c. Name of the current incident commander.
  - d. General weather conditions at the incident site.
  - e. Behavior of fire.
  - f. Fuel types.
  - g. Current tactics.
  - h. Incident command post and base location.
  - i. Other strategies, resources and tactics which might have an impact on the incident.
2. Signed limited delegation of authority to the incoming incident commander.
3. Local participation in the team organization by resource and agency representatives.
4. Information about existing or anticipated unified command organization (if any).
5. Names and skills of technical specialists assigned to the incident.
6. Park fire policy.
7. Concerns about resource values, improvements, wilderness and roadless areas, cultural resources, rare and endangered species, etc.
8. Priorities for control.
9. News media procedures.
10. Political considerations.
11. Agreements in effect.
12. Other agencies already on the incident, agency representatives.
13. Desired date and time when team transitions will occur.
14. Safety issues:
  - a. Accidents to date.
  - b. Status of accident reports.
  - c. Areas with existing or potential hazardous materials.
  - d. Investigation of ignition point and direction on needed follow-up.
  - e. Entrapment/fire shelter deployment mitigation measures.
15. Operations (Considered in Incident Commander briefing):
  - a. Strategy
  - b. Tactics
16. Planning:
  - a. Local unusual fire behavior and fire history in the vicinity of the incident.
  - b. Pre-attack or resource protection plans available to the team.
  - c. Incident Status Summary (ICS-209) reporting requirements.
  - d. Copy of the current ICS-209.
  - e. Status of current team.
  - f. Status of local agency personnel.
  - g. Agency capabilities for team operation support.
  - h. Agency rest and rotation policies.

- i. Agency rehabilitation policies.
  - j. Agency demobilization concerns.
17. Logistics:
- a. Transportation routes.
  - b. Ordering system to be used.
  - c. Procurement unit in place or ordered.
  - d. Incident feeding procedures
  - e. Available sleeping facilities.
  - f. Local medical facilities.
  - g. Nearest burn treatment center.
  - h. Contacts with local law enforcement agencies.
18. Finance:
- a. Fiscal limitations and constraints.
  - b. Any cost-sharing arrangements affecting the incident.
  - c. Contracting officer assigned.
  - d. Potential for claims.

#### LOCAL INCIDENT COMMANDER BRIEFING

The local incident commander must brief the incoming team upon its arrival. The incoming team should not assume command until thoroughly briefed and the exact time of command change is determined. After briefing, functions will not assume control until the determined transition time. The local team may continue to work in various functions depending upon their physical conditions and any directions received from the superintendent. Topics to address should be grouped by function:

##### General Staff:

1. Incident map.
2. Time of ignition.
3. Point of origin.
4. Fuels (type, loading and moisture).
5. Weather (current and predicted).
6. Topography.
7. Fire behavior concerns.
8. Review of existing control plan.
9. A copy of the current Incident Action Plan should be furnished to the team.
10. Identification of any agency representatives already assigned to the incident.

##### Operations:

1. Current strategy.
2. Tactics.
3. Aircraft usage and availability.
4. Retardant use (fugitive dyes/foams).
5. Hand crew operations.
6. Dozer/tractor operations.
7. Engine operations.
8. Helibase/helispot locations (map).
9. Helibase crash fire protection.
10. Smoke conditions.
11. Effects on aircraft, vehicle traffic, and observation.
12. Responsibilities for initial attack.

Planning:

1. Availability of aerial photos, usable maps.
2. Infrared requests.
3. Availability of water.
4. Duplicating facilities.
5. Weather forecasting resources.

Logistics:

1. Access routes to the fire line.
2. Communications resources.
3. Communications plan available.
4. Medical plan available.
5. Known security problems.
6. Feeding facilities available.
7. Sanitation facilities available.
8. Transportation resources available.
9. Traffic plan available.

Finance:

1. Status of rental agreements.
2. Status of current and anticipated claims.
3. Status of payroll function and time reports.
4. Cost of the incident to date.